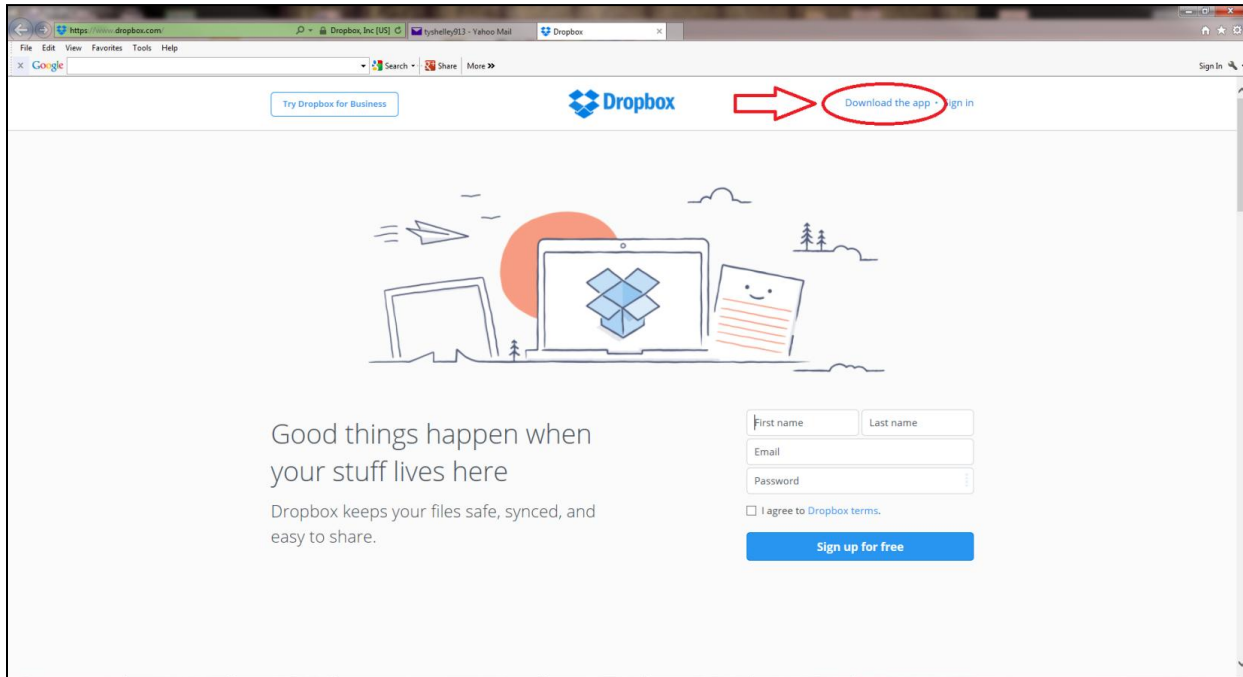
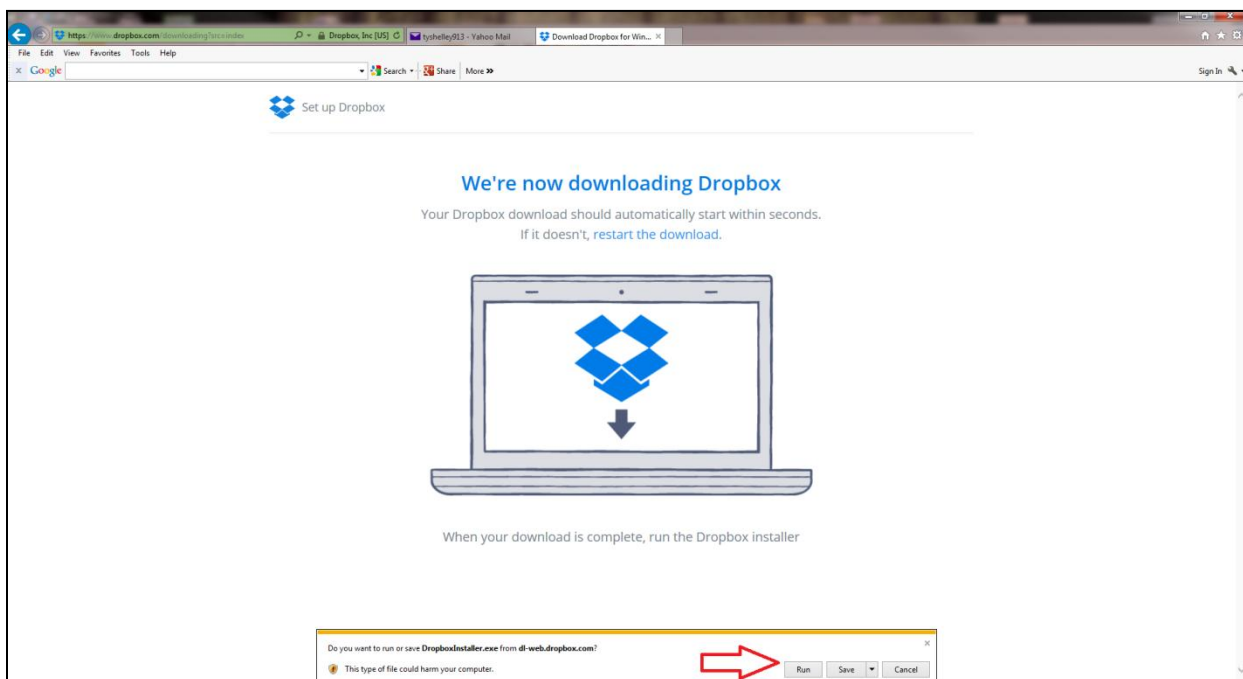


How to Set Up Dropbox and Send a Link to the Sandy City SWPPP Inspector

1. Go to <http://www.dropbox.com> and click on “Download the app” located at the top right corner of the page to install the Dropbox program.

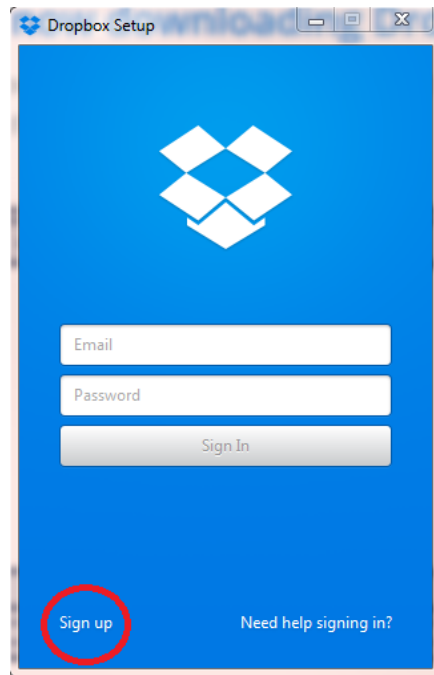


2. A pop up will show up at the bottom of the screen. Press “Run”.

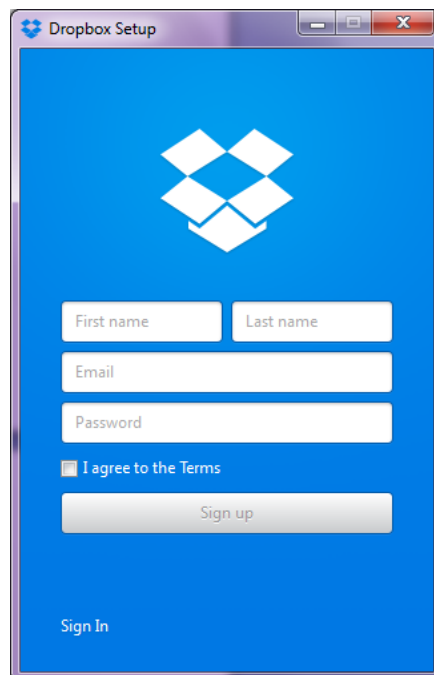


3. A user account control may pop up asking if you want to allow Dropbox to be installed on your computer. If this happens, click “Yes”.

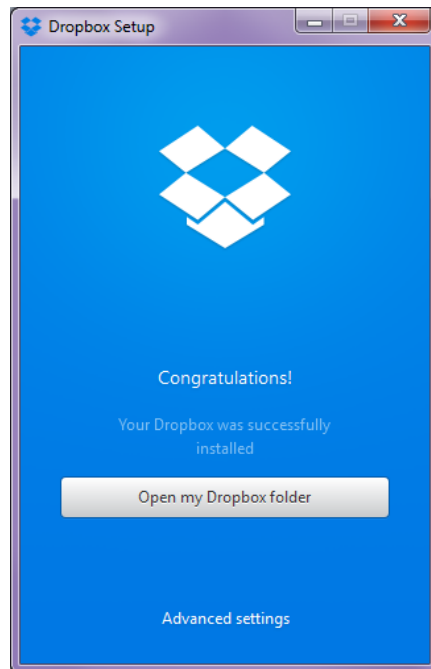
- Once the program has been installed, the Dropbox Setup will pop up. Click on “Sign up” at the bottom left hand corner.



- In the Dropbox Setup, enter first and last name, email, and password. Click on the “I agree to the Terms” box and click “Sign up”.



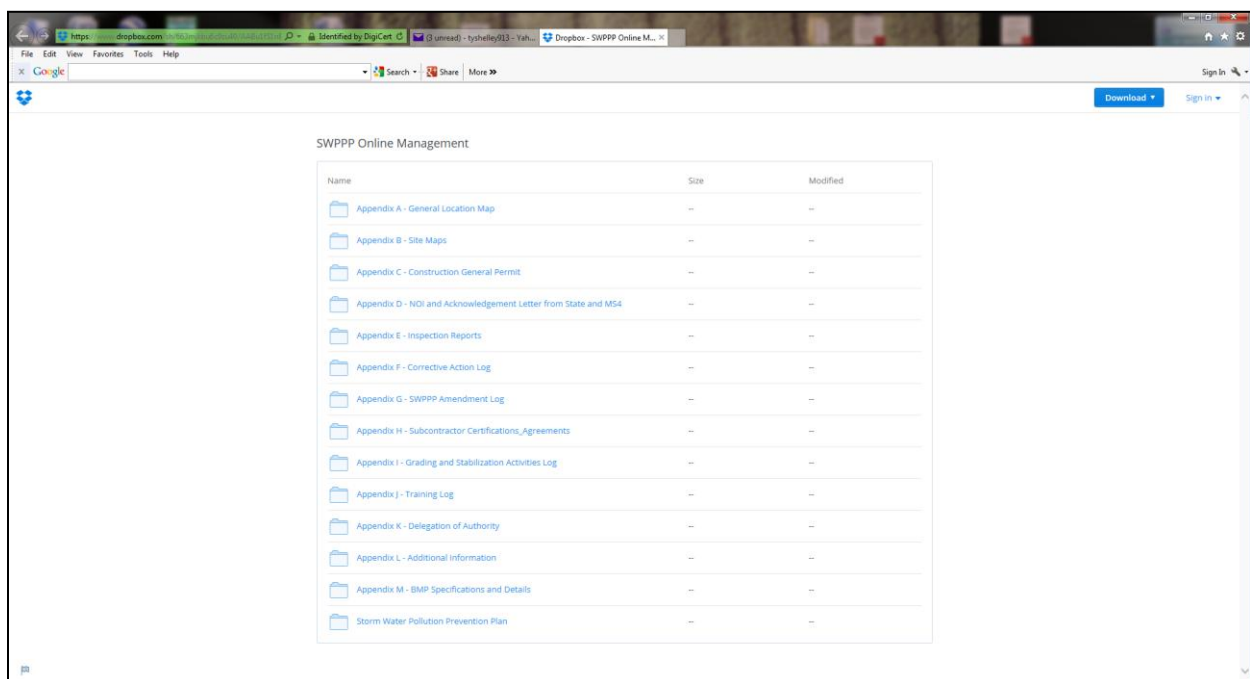
6. Once you have successfully signed up, your screen will look like this:



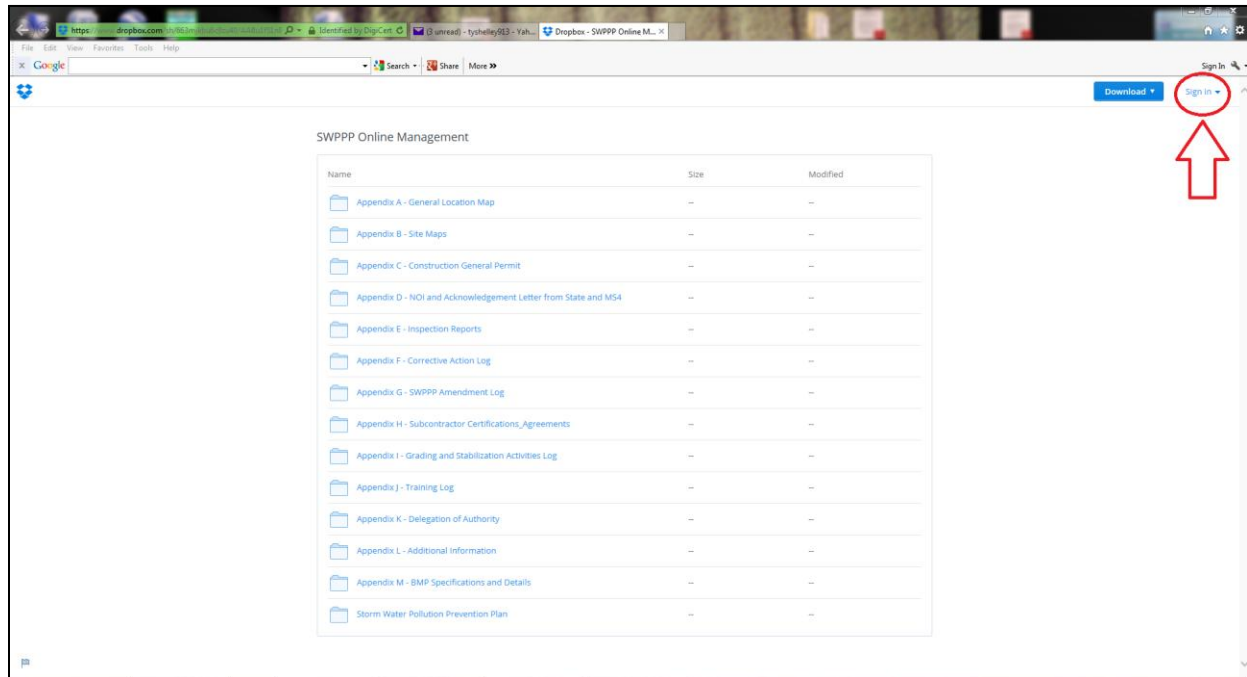
Note: You do not need to click on “Open my Dropbox folder”. Close this pop up and continue to the next step.

7. Click on the following link and your screen should look like the follow:

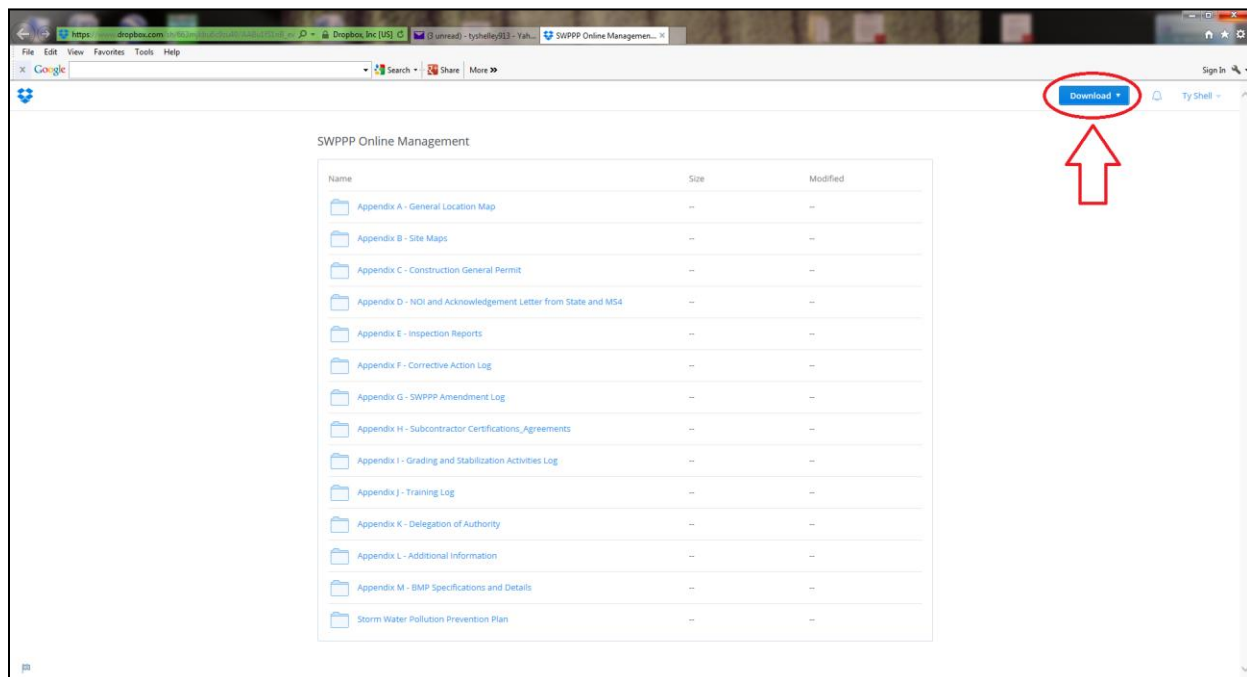
<https://www.dropbox.com/sh/x8zcxhmq5zvlfok/AAAna8fzKJf7V8o5w73s0X8da?dl=0>



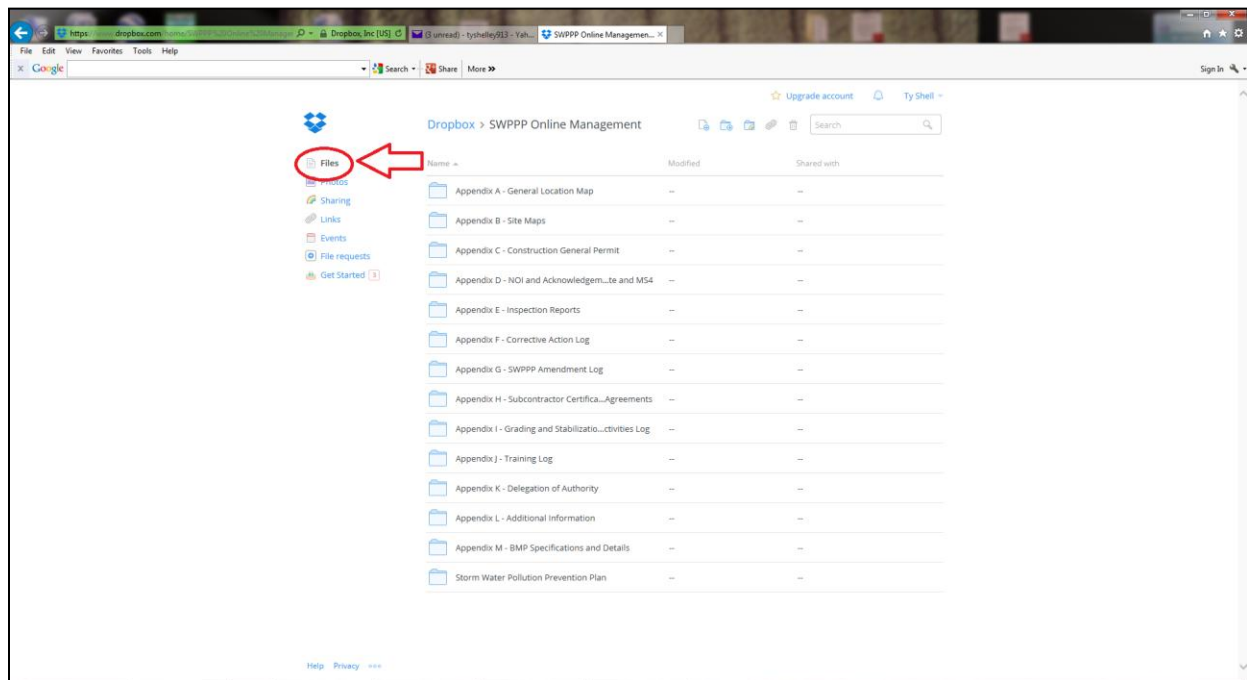
8. Click on “Sign in” at the top right corner of the page to sign in using the email address and password that you have created.



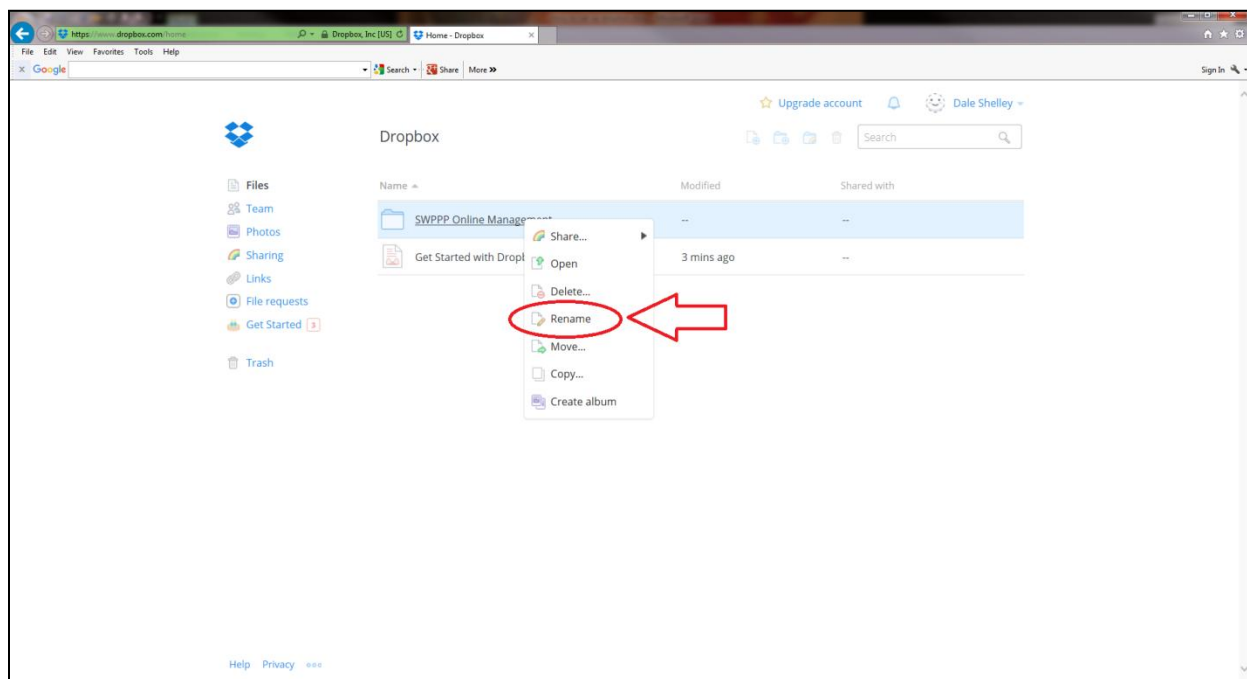
9. Click on “Download” and select “Save to my Dropbox” at the top right corner of the page.



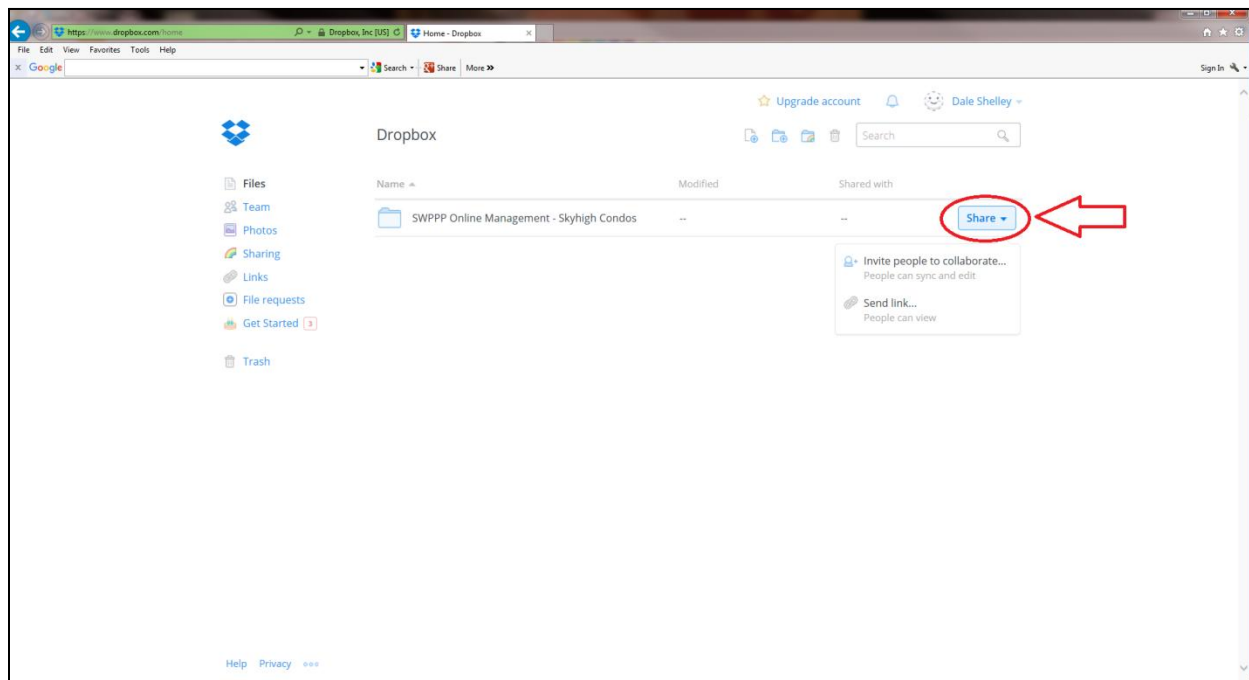
10. Click on “Files” at the top left corner of the page.



11. Right click on “SWPPP Online Management”, select “Rename”, and add a dash and the name of the development to the end of the folder name (i.e. SWPPP Online Management – Skyhigh Condos).

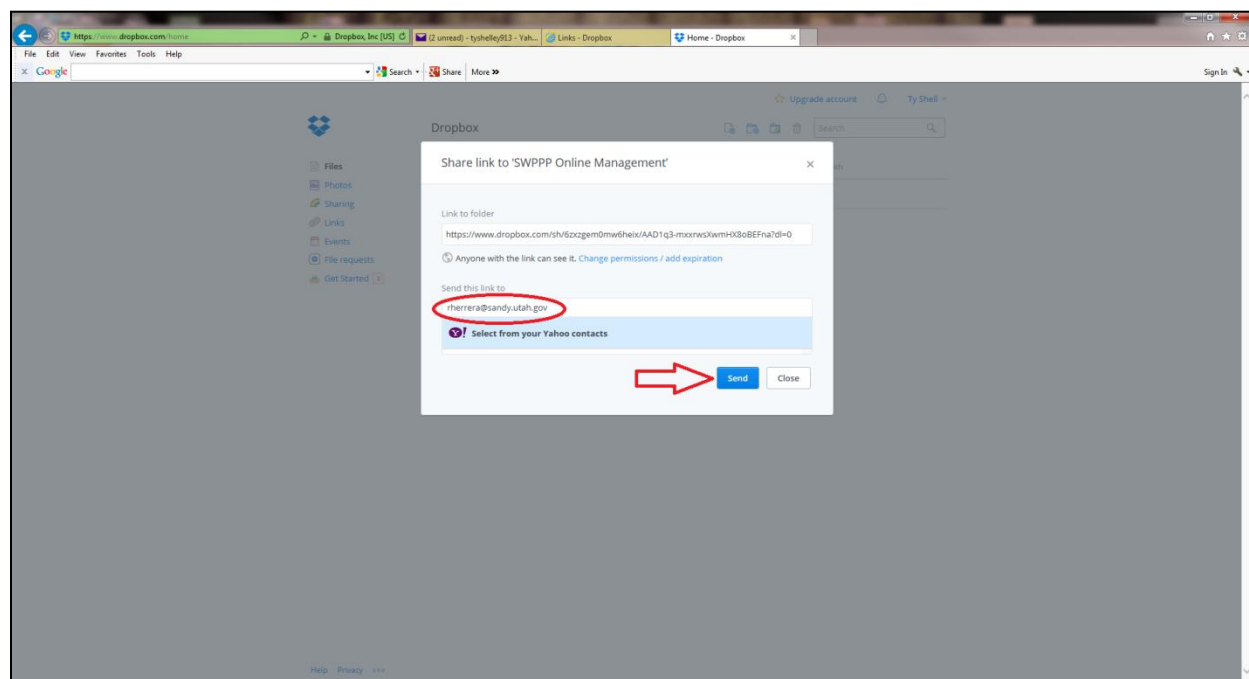


12. Hover the mouse pointer over the SWPPP Online Management folder and a drop down box labeled “Share”, will appear at the right hand side of the page. Click on “Share” and select “Send link”.



13. You may get another pop up at this point stating that Dropbox needs to verify your email. To do so, select “Send email” and log in to the email account that was used to set up the Dropbox account and verify the email.

14. Type in Sandy City SWPPP Inspector’s email address (rherrera@sandy.utah.gov) and click “Send”.



15. You now know how to set up a Dropbox account and send a link to the Sandy City SWPPP Inspector.